



Northbrook | Glenview School District 30  
2374 Shermer Road Northbrook, IL 60062  
[www.district30.org](http://www.district30.org)

## **DISTRICT ACCOUNTING COORDINATOR JOB DESCRIPTION**

**Position/Title:** District Accounting Coordinator  
**Department:** 2520 Fiscal Services  
**Location:** District Office  
**Reports to:** Assistant Superintendent for Finance and Operations  
**Term:** 12 months (ESP calendar)  
**Wage:** Regionally Competitive (non-bargained)

### **POSITION SUMMARY:**

This non-exempt position performs accounting functions relative to the efficient and effective operation of the school district and the business office.

### **QUALIFICATION - EXPERIENCE - KNOWLEDGE:**

- Strong accounting skills and/or equivalent business office experience
- Experience with Skyward financial software preferred
- Knowledge of GAAP (Generally Accepted Accounting Principles)
- Understanding of fund accounting principles specific to educational institutions
- Familiarity with state and federal reporting requirements for school districts
- Knowledge of audit requirements and procedures
- Familiarity with grant management requirements
- Excellent interpersonal skills with a supportive demeanor and genuine enjoyment of working with staff, students, parents, and the community
- Ability to exercise independent judgment and discretion in all matters, take initiative, work independently while strengthening organizational systems
- Excellent competencies in a variety of areas, including writing and editing, software competencies, technology, accounting/budgeting, and recordkeeping
- Strong organizational skills, ability to problem solve, multi-task, manage projects, and consistently meet deadlines
- Desire and ability to be a continuous learner

### **ESSENTIAL DUTIES & RESPONSIBILITIES (Other duties may be assigned as required):**

#### Core Accounting and Financial Management

- Supervise day-to-day accounting activities of the district
- Maintain monthly general ledger, post/reconcile deposits, and prepare/enter all journal entries
- Timely monthly reconciliation of all district bank accounts
- Responsible for the monthly processing of accounts payable (includes imprest and activities accounts)
- Work with outside representation regarding investments, deposits, account transfers, and banking matters

#### Financial Reporting, Compliance, and Analysis

- Prepare/reconcile monthly and annual financial reports for the Board of Education, administration, and schools
- Assist with the preparation/maintenance of the annual budget
- Assist with grant/claim applications, reporting, and reconciliations as requested
- Coordinate and provide the required information needed for various federal, state, and external audit requirements

- Ensure the integrity of data processed in accordance with the job description through detailed review and verification

#### Administrative and Operational Support

- Coordination of duties with the payroll and benefits specialist position (includes cross-training)
- Routine communications with schools to assist with any financial matters as needed
- Constant monitoring of the financial software system, including upgrades, troubleshooting, and coordination
- Conduct training meetings for employees as required
- Process Freedom of Information Act (FOIA) requests related to financial and accounting records, maintaining compliance with legal requirements and district policies
- Maintain confidentiality in the performance of all assigned duties
- Perform other duties as assigned

#### **SKILLS REQUIRED:**

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the skills and abilities required.

#### Core Professional Skills

- Ability to read, analyze, and interpret documents such as correspondence, financial reports, and various media
- Ability to effectively present information and respond to questions from individuals and groups
- Ability to establish and maintain effective working relationships with staff members and students
- Ability to communicate clearly and concisely, both orally and in written form
- Ability to perform essential duties with an awareness of school district requirements and Board of Education policies

#### Technical and Accounting Skills

- Proficiency in Excel, Google Docs, and other spreadsheet applications
- Experience with financial reporting software and Skyward (preferred)
- Ability to complete mathematical operations and apply concepts of mathematics related to this position

#### Analytical and Problem-Solving Skills

- Ability to solve practical problems and deal with various concrete variables in situations with limited standardization
- Strong attention to detail and accuracy in financial reporting
- Critical thinking skills to identify and resolve discrepancies
- Ability to analyze financial data and identify trends

#### Operational and Management Skills

- Ability to prioritize tasks to meet critical deadlines (especially month-end, year-end)
- Skills in managing multiple projects simultaneously
- Capacity to work efficiently during high-pressure periods
- Ability to learn new software systems quickly

#### **PHYSICAL DEMANDS:**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear.
- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and repeat actions with the same hand, arm, or finger motion, such as when typing.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. In addition, the ability to withstand long-term use of computer terminals is required.
- Employees may occasionally lift up to 15 pounds.
- The position requires meeting deadlines with time constraints, interacting with the public and staff, and irregular or extended work hours.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is primarily conducted in an office environment, with occasional visits to school sites as needed.
- The noise level is typically moderate, but may occasionally be louder during peak activity periods or school events.
- The position requires extensive computer work using financial systems and standard office software.
- Peak workload periods occur during the month/year-end closing, budget preparation, and audit seasons.

**COMPENSATION:**

- Paid per collectively bargained agreement
- Regionally competitive (non-bargained)

**EMPLOYMENT GROUP:**

- Administrative
- Certified (within a collectively bargained agreement)
- Contractual
- Educational Support Personnel (within a collectively bargained agreement)
- Educational Support Personnel (non-bargained)
- Substitute

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Northbrook | Glenview District 30 is an Equal Opportunity Employer. It is the policy and practice of District 30 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 30 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The District has a policy of actively recruiting qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this opening should contact Human Resources.

*Updated 05-14-2026*